

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
DIVISION OF HUMAN RESOURCES  
200 EAST MAIN STREET  
LEXINGTON, KENTUCKY 40507  
(859) 258-3030**

**RECRUIT FIREFIGHTER**

**INFORMATION FOR APPLICANTS**

Thank you for your interest in our Recruit Firefighter position. The process for becoming a Recruit Firefighter is a well-established routine based on Lexington-Fayette Urban County Government Ordinances and Kentucky Revised Statutes. Please read all the following information and keep it for future reference.

**APPLICATION PROCESS**

- The on-line application cannot be fully processed unless it is completed in accordance with the job posting and directions listed below.
- The minimum age to apply is 21 years old by the application filing deadline.
- The maximum age to apply is 33 years old. The applicant can not have reached his/her 34<sup>th</sup> birthday by the filing deadline date.
- To verify that you meet the minimum requirements, the following supporting documents must either be electronically attached to your on-line application or presented at the time of orientation for the Candidate Physical Ability Test:
  1. Birth Certificate - must be a copy from the State Bureau of Vital Statistics or Health Department
  2. Driver's License - must be a current/valid copy
  3. High School Diploma or Equivalent Certification
  4. Proof of U.S. Citizenship – if birth certificate is not from the United States
- Additional documents that are required from the applicant prior to or at the oral examination:
  1. Military Service Record – if applicable, a copy of the DD214 indicating honorable discharge to qualify for preference points
  2. Kentucky or National EMT or Paramedic Certification – if applicable, a copy of current/valid certification to qualify for preference points
  3. Criminal Record – this can be obtained from your state office or FBI offices. However, the FBI background can take up to 13 weeks.
    - State link:  
<http://courts.ky.gov/aoc/courtservices/recordsandstatistics/records.htm>
    - FBI link:<http://www.fbi.gov/hq/cjis/fprequest.htm>
  4. Driving Record – this, too, can be obtained through your state or local offices
  5. College Transcripts or degree/diploma/certificate – if applicable
- Throughout the process, an applicant will be required to complete additional forms and questionnaires relating to the applicant's personal and professional life.

**EXPERIENCE, EDUCATION, AND TRAINING**

- Employment experience - list all jobs, including military experience, part-time, and full-time jobs since the age of eighteen (18). Explain carefully what you do or did on the job. Do not make general statements but list specific duties and responsibilities.

- If you have held different positions with the same company, it is very important that you list the dates, time periods, and responsibilities/duties of each position in separate sections.
- On military experience explain your military duties fully as they may be related to this position.
  - To be eligible for preference points you must provide documentation as noted above.
- The Social Security Office may be able to provide previous employment information.
- Education - list all schools attended. If a degree was not attained at a particular institution, list the number of successfully completed semester or quarter hours. If transcripts are not presented, no credit is given for college studies.
- Training, Licenses, and Certifications – include each under the appropriate section on the application. See above for any required documentation.

## **GENERAL INFORMATION**

- No applicant shall be admitted to an examination who has made false statements and/or omissions in their application or who has used, or attempted to use, any unfair method to secure employment.
- Nepotism is prohibited in accordance with the Lexington-Fayette Urban County Government Code of Ordinances Chapter 25 - Ethics Act. In general, no officer or employee shall participate in any action relating to the employment or discipline of a relative or shall supervise or manage the work of a relative.

## **BACKGROUND INFORMATION**

- State law prohibits hiring an individual with a felony conviction.
- An applicant must be a person of sobriety and integrity and be and have been an orderly, law-abiding citizen and must never have been convicted of a crime involving moral turpitude. Therefore, an applicant may be removed at any time throughout the process for reasons included, but not limited to:
  - Criminal Convictions – including misdemeanors are considered in relation to the position (KRS 335B.020). An applicant's conviction record will not necessarily be a basis for rejection from the examination process and factors such as date of the offense, seriousness and nature of the conviction, and rehabilitation will be taken into account.
  - Illegal Drug/Substance Use, Abuse, Admission, and Conviction:
    - an applicant who is a current user, cultivator, manufacturer, or who has been in possession of an illegal drug/substance will not be eligible for employment consideration during this process and for twelve (12) months from the date of such activity, at which time their record will be reviewed and all facts considered, including completion of a medically approved rehabilitation program.
    - an applicant who has used a prescription for a scheduled drug not prescribed to the applicant *may* not be considered for employment during this hiring process and for twelve (12) months from the date of such use.
    - an applicant's history of illegal drug/substance use, cultivation, manufacturing, possession, possession with intent to distribute, distribution or trafficking up to sixty (60) months prior to the application filing deadline date will be reviewed. Such history may not necessarily be a basis for rejection but it could result in elimination of an applicant from the examination process. Such factors as the number, dates, and seriousness of an applicant's illegal drug/substance convictions and rehabilitation will be taken into account.
  - Driving Convictions – in general, over six (6) points in the twelve (12) months prior to the application filing deadline date or twelve (12) points or over within a three (3) year period is cause for removal. However, due to the nature of the position, an applicant's entire driving history is taken into consideration.